

YOUTH SERVICES POLICY

Title: Travel Next Annual Review Date: 01/28/2011	Type: A. Administrative Sub Type: 3. Fiscal Number: A.3.2
	Page 1 of 3
References: ACA Standards 2-CO-1B-11 (Administration of Correctional Agencies), 4-JCF-6B-15 (Performance-Based Standards for Juvenile Correctional Facilities); Louisiana Administrative Code, Title 4, Part V, Chapter 15 (PPM 49); and YS Policy No. A.2.48 "Driver Safety Program", and A.3.8 "Budget and Fiscal Management Activities"	
STATUS: Approved	
Approved By: Mary L. Livers, Deputy Secretary	Date of Approval: 01/28/2010

I. AUTHORITY:

Deputy Secretary of Youth Services as contained in La. R.S. 36:405. Deviation from this policy must be approved by the Deputy Secretary.

II. PURPOSE:

To establish the Division of Administration's Policy and Procedure Memorandum (PPM) No. 49 as a Youth Services' (YS) policy and to provide specific instructions concerning out-of-state travel.

III. APPLICABILITY:

All employees of Youth Services; the Assistant Secretary, Undersecretary, Deputy Undersecretary, Deputy Assistant Secretaries, Facility Directors and Regional Managers are responsible for ensuring that all necessary procedures are in place to comply with the provisions of this policy.

IV. DEFINITIONS:

In-State Travel - all travel within the borders of Louisiana or travel through adjacent states between points within Louisiana when such is the most efficient route.

Out-of-State Travel - travel to any of the other 49 states plus District of Columbia, Puerto Rico, Virgin Islands, American Samoa, Guam.

V. POLICY:

- A. It is the Deputy Secretary's policy that all travel must be in accordance with PPM No. 49, the state's general travel regulation, as updated. For further information refer to Louisiana Office of State Purchasing and Travel website <http://www.doa.louisiana.gov/osp/travel/traveloffice.htm>.
- B. All work-related travel must be authorized and approved in writing by the employee's immediate supervisor.
- C. Except for youth transport, emergencies, and routine travel with in-state destinations that can be most efficiently accomplished by traveling through Mississippi, all out-of-state travel must have prior approval of the Undersecretary.
- D. Any employee who is authorized to drive a vehicle on state business must complete the appropriate Louisiana Safe Drivers' Course at least once every three years and complete an Authorization and Driving History Form (DA 2054) as outlined in agency policy (YS Policy A.2.48).
- E. Any persons who are not official state employees must sign an Indemnification Form prior to riding in or driving a state-owned vehicle or rental vehicle on behalf of the State. The Indemnification Form may be found attached to this policy and on the Office of State Travel website.
- F. Students shall not be authorized to drive state-owned or rented vehicles for use on official state business if not employed by the State.

VI. PROCEDURES:

- A. To provide sufficient time for the Undersecretary to authorize out-of-state travel, requests shall be submitted at least 30 days prior to the beginning of travel; except in the case of a valid emergency.
- B. All requests for travel must have the approval of the employee's immediate supervisor and, in the case of field offices, that of the Regional Manager.
- C. Travel requests are completed on the official Travel Authorization Form. If the purpose of the travel is to attend a conference, training, or workshop, or similar event, a copy of the brochure describing the event and a detailed program agenda should be attached to the request.
- D. Once the Travel Authorization Form has been approved, the employee shall submit a 156B to ensure appropriate budget allocation.

YS Policy No. A.3.2
Page 3

VII. TRAINING:

Employees shall be trained at time of hiring and refresher classes shall be conducted at least once a year.

Previous Regulation/Policy Number: A.3.2

Previous Effective Date: 07/24/09

Attachments/References:



travelauthorization.doc



travelguide09-10.doc



pocketguide09-10.doc



hoteltaxexemption.pdf



indemnificationagmt.doc